



Source Documents

Collin County Farm Museum • 7117 County Road 166 • McKinney, TX 75071
972-548-4792 • ccfm@collincountytx.gov

TEMPORARY RECEIPT

Date: _____ Temporary Receipt # _____

Source Name: _____

Address: _____

Phone: _____ Email: _____

List Objects, Notes & Potential Restrictions:

This form is to acknowledge receipt of the object(s) listed above by Collin County Farm Museum from:

Print Name

Signature

Date

Collections Management Manual, C-1

- A representative of Collin County Farm Museum will contact the potential donor within 30 days regarding the museum's decision to accept or decline the donation.
 - Date object(s) received: _____
 - Date owner contacted: _____
- After being contacted, the potential donor as 30 days after receiving acquisition paperwork to sign and return to Collin County Farm Museum;
 - Date owner sent acquisition paperwork: _____
- Or the owner has 30 days to remove the object from Collin County Farm Museum's property.
 - Date for removal of object(s): _____
- Failure of the owner to remove the object in the requested time provides Collin County Farm Museum with the right to dispose of the object(s) in a matter deemed suitable.
 - Disposal Date and Method: _____



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EVALUATE FOR ACQUISITION (Collections Management Manual B/C.-A.2.)

B.-1. Specific Areas of Collection:

What specific areas of the collection do the object(s) address?

- ☐ *Rural History* – farming, homesteading, early tradecrafts or early town development
- ☐ *Age* – from 1840 to 1960
- ☐ *Location* – from the physical location of Collin County
- ☐ *Representative* – objects or artifacts which illustrate the rural history

B.-2. Categories of Use:

Which category of use do the object(s) apply?

- ☐ *Prime Exhibition Category* – the best quality and condition; addresses one or more specific areas of collection; exhibit ready
- ☐ *Educational Category* – duplicates or lesser condition; hands-on tools and teaching aids
- ☐ *Restoration Category* – poor quality; addresses one or more specific areas of collection; restorable
- ☐ *Expendable Category* – utilized for different uses, such as restoration or public art project

C.-A.2. Acquisition Consideration:

Is the object(s) similar to object(s) in the collection? ☐ No ☐ Yes If yes, why acquire a duplicate?

Is the object larger than 4 cubic feet? ☐ No ☐ Yes If yes, where will the object(s) be stored/exhibited?

What is the condition of the object(s)?

Are there donor restrictions? ☐ Yes ☐ No

Recommendation: ☐ Accept entire collection ☐ Accept partial collection ☐ Decline collection



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ACQUISITION FORM

Acquisition ID# _____ Purchase Price or Value \$ _____

Type of Acquisition: ☐ Accession ☐ Digital ☐ Educational

Source Name: _____

Source Address: _____

Source Phone: _____, _____, _____

Source Email: _____

I own the personal property described below and desire to give said personal property to Collin County Farm Museum. I do hereby give and transfer to Collin County Farm Museum all rights, titles, and interests, including all copyright, trademark, and related interests, in and to the following described property; providing the below restrictions are met.

Restrictions:

☐ No Restrictions

☐ Restricted – “Collection not to be sold, unless authorized by the donor...”

☐ Restricted – “If museum closes, return items to donor/donor’s heirs...”

☐ Other Restriction: _____

**Restrictions are accepted by Collin County Farm Museum with the stipulation that donors are responsible for updating contact information and information of heirs. This is not the responsibility of Collin County Farm Museum. Upon due process of contact (See Section F. “Special Circumstances” of Collections Policy & Procedures) and voided outcomes, this restriction becomes invalid.*

Received as: ☐ Donation ☐ Purchase ☐ Found-In-Collection ☐ Unclaimed Loan

Credit Line: ☐ “Donated by...” ☐ “Donated in Memory of...” ☐ “Donated in Honor of...”

By my signature below, I accept the conditions and acknowledge reading any attached information.

Date: _____

Donor/Agent 1: _____

Donor/Agent 2: _____

The donation described above is accepted for Collin County Government by Collin County Farm Museum.

Date Received: _____

Collections Committee: _____

Collections Committee: _____



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DEACCESSION FORM

Object ID Recommended for Deaccession: _____

Reason for recommendation:

- ☐ Object is not consistent with the CCFM “Mission Statement” or “Collection Scope.”
- ☐ Object is a duplicate.
- ☐ Object utilizes too many resources (money, space, time).
- ☐ Object is in poor condition.
- ☐ Object is excessive in size.
- ☐ Object is dangerous or may cause damage to other objects in the collection, storage or display facilities, or individual working at or visiting the museum.
- ☐ Object is/was donated with conditions, restrictions, or encumbrances the museum is unable to meet.

Recommendation for object placement: *(Identify and describe purpose)*

- ☐ Educational Use

- ☐ Expendable Use

- ☐ Disposal (continue to C-4.)

C.-A.4. DISPOSAL FORM

	Recommend Disposal Method	Name/Location & Date	Notes
<input type="checkbox"/>	VTCA LGC 263.152(1) Auction		
<input type="checkbox"/>	VTCA LGC 263.152(1) Salvage		
<input type="checkbox"/>	VTCA LGC 263.152(2),(4) Offer to another museum		
<input type="checkbox"/>	VTCA LGC 263.152(3) Destroy or Dispose		



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SPECIAL CIRCUMSTANCES

Regarding cases of deaccession, disposal, found-in-collection, and/or return of long-term/indefinite loans.

Object ID: _____

Identify Special Circumstance:

- ☐ No contact information.
- ☐ No current contact information.
- ☐ No formal paperwork.
- ☐ Object with restrictions marked for deaccession.
- ☐ Object on long-term/indefinite loan.

Procedure:

1. Call and send letter to person of contact and 30 days for response.

Name & Address of Contact	Start Date	End Date	Note

2. Search phone books and internet for current contact information and wait 30 days for response.

Sources	Start Date	End Date	Note

3. Post ad in classifieds of Dallas Newspaper; Wait 30 days for response.

Name & Address of Contact	Start Date	End Date	Note

4. After 90 days of no response, property is considered abandoned and the property of Collin County Government.

5. Begin Source Document on page 3.



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INCOMING LOAN RECIEPT

Date: _____ Loan Receipt # _____

Source Name: _____

Address: _____

Phone: _____ Email: _____

List Objects, Notes & Potential Restrictions:

I own the personal property described below and desire to loan said personal property to Collin County Farm Museum. I do hereby agree to loan the above item(s) and agree to the prescribed conditions. By my signature below, I accept the conditions and acknowledge reading any attached information.

Date: _____ Owner 1: _____

Owner 2: _____

The loan described above is accepted for Collin County Government by Collin County Farm Museum.

Date Received: _____ Museum Representative: _____

Museum Representative: _____



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INCOMING LOAN CONDITIONS

Initial after each statement:

1. It is understood that the object(s) in this loan will remain in the condition received and will not be repaired, restored, cleaned, or altered in any way without the permission of the object(s)' owner(s). The condition is understood to be as stated on the form. _____
2. All damages to object(s) at any point in this loan from the out date until returned will be reported to the object(s)' owner(s) immediately. _____
3. The object(s) will not be lent to a third party. _____
4. The objects may be photographed only with the permission of the Collin County Farm Museum. The Collin County Farm Museum agrees that the photographs taken of this loan will be used only for the purpose stated on this form and only for the number of times stated. The object(s)' owner(s) will receive a copy of all photographs. All publication of photographs of items in this loan will bear a credit line acknowledging that the objects are the property of the object(s)' owner(s). _____
5. The Collin County Farm Museum is responsible for packing and transportation and all other factors of transporting the loan, unless otherwise stated. The object(s)' owner(s) are responsible for insuring the loaned object(s) and providing appropriate documentation to the Collin County Farm Museum. _____
6. The Collin County Farm Museum agrees to use the loan only for the purposes stated on the form. _____
7. Neither Collin County Government nor the Collin County Farm Museum provides insurance on loaned items. Collin County Government, the Collin County Farm Museum, their agents and representatives are to be held harmless should there be damage to loaned items. It is the responsibility of the owner(s) to provide insurance (in an amount and type recommended by Risk Management) and a copy of the insurance certificate for their items on loan to the Collin County Farm Museum annually. It is the responsibility of the owner(s) to notify the Collin County Farm Museum immediately upon cancelation of insurance. _____

Owner's Signature

Date

The Collin County Farm Museum hereby acknowledges receipt of the object(s) listed on the attached page(s). The undersigned assumes full responsibility for the objects subject to the conditions printed above until their return.

Museum Representative Signature

Date